

## Student Roles in Lab and Collaborative Learning Groups

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## Leader/Manager

**Purpose: Keep team focused on understanding and carrying out the group's work by making sure all jobs are being done.**



- Ask for volunteers for each job; assign when appropriate.
- Read the procedure carefully before lab.
- See the big picture; help others to see it too.
- Be sure everyone is wearing appropriate shoes and PPE.
- Make sure that everyone understands his role in the procedure and knows how and when to do his job.
- Keep everyone on task.
- Facilitate setup and data collection.
- Make sure each group member carries out his job. Remind, when necessary.
- Be proactive and look for ways you can help your group.
- Manage time, if no Time Manager.
- **Participate actively!**

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## Time Manager

**Purpose: Keep the work moving so the job is completed on time**



- Calculate time needed for each task: procurement, set up, and cleanup.
- Note requirements for hot water baths, etc. that may need to be set up prior to beginning work. Communicate with Leader to assign jobs.
- Don't allow anyone to begin work until everyone is wearing PPE including appropriate shoes.
- Make sure each step happens at the proper time
- Give time alerts to let everyone know how much time is left.
- Alert group when it is time to clean up.
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## Technician

**Purpose: Be sure that your group obtains and properly uses the needed materials.**



- Make sure each lab table has enough equipment and chemicals for **both** teams.
- Be sure everyone is wearing goggles, apron, or other needed PPE.
- Be sure everyone knows how to use every piece of equipment.
- If something is spilled or misplaced, clean it up or return it to its home.
- When your group is finished with a piece of equipment, clean and return it immediately.
- Make sure all materials are put away properly at the end of the lab.
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## Reader

**Purpose: Read out loud to the group – directions, procedure, background information.**



- Read the activity silently to yourself as soon as you receive it.
- If there is anything you need help with, ask the Communication Specialist for help.
- If the Communication Specialist does not know, he should ask another group first and then ask the teacher.
- Read every word in the activity carefully out loud so that everyone sees and hears the same information.
- Read at a speed that allows everyone to follow along and process the information.
- Stop to re-read or answer questions if anyone asks. Get backup from the Communications Specialist.
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## Document Control

**Purpose: Facilitate paperwork, collaborative documents, and participation.**



- Get papers and other materials needed by each member of your group.
- Remind everyone to write!
- Help group members file their work in their notebook, OR
- Collect and turn in work from each group member as requested by teacher, OR
- Remind/assist group members to correctly name and share their Google doc.
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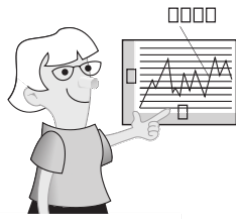
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## Communication Specialist



**Purpose: Record and report your group's findings to the audience.**

- Record discussion clearly and as completely as you can once your group has reached consensus.
- Read back what you have written after each decision so group members can help edit as needed.
- Ask questions of the teacher as needed.
- Interact with other groups to compare results.
- Remind each group member of his responsibility to record his own data in his lab notebook during lab.
- Report your group's findings to the class.
- **Participate actively!**

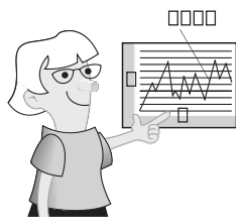
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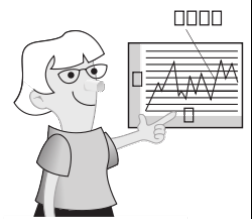
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## Cleanup Supervisor

**Purpose: Be sure your group leaves the work area clean.**



- The Cleanup Supervisor is in charge of cleanup and will not be doing this job alone.
- Work with the Technician so that you know where everything “lives”.
- Assign helpful tasks to other group members to help you clean up.
- Make sure equipment is cleaned and returned to its home.
- Make sure tables are wiped and dried.
- Make sure all chemicals are disposed of properly at the end of the lab.
- See that someone cleans the sink.
- Straighten up and wipe countertops.
- Lastly, be sure all PPE is stored correctly and neatly.
- Be aware of cleanup that can be done while other work is occurring to save time later. Help others see this too.
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## Cheerleader

**Purpose: Record and report your group's findings to the audience.**



- Point out the things other group members are doing to help everyone learn.
- Thank group members for being helpful.
- Make positive, supportive comments. Choose words other than “\_n’t” words.
- Suggest specific actions group members might take to help you and others learn.
- Use phrases such as “What I need to see to be more convinced is..... or
- “How can we help you stretch that idea?”
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